

FaDSS Probationary Status Policy

A FaDSS grantee may be placed on Probationary Status at the discretion of the Iowa Department of Human Rights, Division of Community Action Agencies (DHR/DCAA) or by recommendation of the FaDSS Council. Probationary Status would be put in place to alert the FaDSS grantee as to the seriousness of the situation and to offer additional time and technical assistance to correct the situation.

Possible Reasons for Placing a FaDSS Grantee on Probationary Status:

1) Contract Violations

- A repeated violation of the contract where the grantee has been informed of the situation, provided technical assistance and time to correct the situation, yet failed to correct the situation.
- Failure to follow a legal obligation outlined in the Iowa Code such as FaDSS workers obtaining mandatory child abuse reporter training within six months of hire.

2) Not Meeting the Capacity Standard

- Possible action listed on the FaDSS Capacity policy at the Third Level is placement on Probationary Status.

3) Violation of the FaDSS Code of Ethics

- Depending on the severity or frequency of the violation Probationary Status may be warranted.

4) Other Issues

- Other issues or concerns of a serious or repetitive nature may warrant Probationary Status as determined by DHR/DCAA or the FaDSS Council.

FaDSS Grantee Requirements:

1) Written Action Plan

Any FaDSS grantee placed on Probationary status **will** be required to submit a written plan of action that must be approved by the DHR/DCAA prior to implementation. The plan of action must include a timetable and specific steps to correct the situation.

2) Monthly Reports

Monthly reports to DHR/DCAA updating the grantee progress **may** be required.

3) Submission of Documentation

Documentation **may** be required to be submitted to DHR/DCAA such as in the case of failure to receive mandatory child abuse reporter training within the timeframe allowed by Iowa Code. A grantee in this case would be required to submit documentation that the worker in question had successfully completed the training.

DHR/DCAA Requirements:**1) Approval of Written Action Plan**

DHR/DCAA **will** evaluate and approve all action plans submitted by Grantees. When DHR/DCAA approves an action plan it must appear that the action steps outlined will lead them to successfully meet their requirements in the future as well as correcting the current situation.

2) Provide Technical Assistance

DHR/DCAA **will** provide technical assistance to FaDSS grantees in developing their Action Plans as well as executing their plans to reach success. Technical assistance may be made via telecommunication methods or in person.

3) Communication to the FaDSS Council

DHR/DCAA **will** inform the FaDSS Council when they have placed a FaDSS grantee on Probationary Status and provide updates to the Council on the grantees progress until the Probationary Status has been lifted.

Duration

The duration of the probationary status is at the discretion of DHR/DCAA or FaDSS Council.

Reconsideration of Probationary Status

Grantees dissatisfied with the DHR/DCAA's determination to place them on Probationary Status may request a reconsideration. The letter requesting reconsideration must be submitted to the DHR/DCAA within ten working days of the notice of decision. The request must include the reason(s) for dissatisfaction and evidence of the reason(s) for dissatisfaction. Reasons for reconsideration must be based on a contention that the process violated state or federal law, policy, or rule, or was biased or unfair. Within fifteen working days of the receipt of the request for reconsideration, the Administrator of the Division of Community Action Agencies, or their designee will review the request and evidence provided by the grantee and issue a final decision. The Administrator may defer the final decision to the FaDSS Council.